



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-3

June 19, 1997

Dave Roberts, Treasurer  
Arlington Democratic Joint Campaign  
4620 Lee Highway, Suite 214  
Arlington, VA 22207

Identification Number: C00297226

Reference: 30 Day Post-General Report (10/17/96-11/25/96)

Dear Mr. Roberts:

This letter is to inform you that as of June 18, 1997, the Commission has not received your response to our request for additional information, dated May 28, 1997. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Jennifer Wall on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in black ink, which appears to read "John D. Gibson", is positioned above the typed name.

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION  
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RQ-2

Dave Roberts, Treasurer  
Arlington Democratic Joint Campaign  
4620 Lee Highway, Suite 214  
Arlington, VA 22207

MAY 28 1997

Identification Number: C00297226

Reference: 30 Day Post-General Report (10/17/96-11/25/96)

Dear Mr. Roberts:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule H2, you have failed to check the ratio type box (i.e., NEW, REVISED, SAME AS PREVIOUSLY REPORTED). Please amend your report to correct this omission. 11 CFR §104.10(a)(1)

-Your report discloses limited payments for administrative expenses. Each committee utilizing separate federal and non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your

report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer K. Wall". The signature is written in dark ink and is positioned above the printed name and title.

Jennifer K. Wall  
Reports Analyst  
Reports Analysis Division

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